



International Registration Plan (IRP) Established Place of Business, Residency, or Change of Address

For new accounts, check the proper box and list your established place of business address. An established place of business is a physical structure—not a post office address—that displays the account name, is owned or leased, and is located within the base jurisdictions. It must be open during normal business hours. If you don't have an established place of business, you must show proof of residency in Washington.

If you are an existing IRP customer and have a new address, check the proper box and fill out the applicable areas.

You must also provide three of the following documents: a telephone bill, utility bill, driver license, property tax notification, federal income tax return, personal income tax return, lease or mortgage document, or anything that will identify the name and business address. The copies you provide will be destroyed.

Send this completed form and three supporting documents to:

IRP Unit
Department of Licensing
PO Box 9036
Olympia, WA 98507-9036

Questions

Call one of the IRP offices below, or visit our website at www.dol.wa.gov.

Olympia (360) 664-1858
Union Gap (509) 249-6290
Vancouver (360) 260-6396

This information is for: ☐ a new account ☐ an existing IRP customer change of address

Account name		
Street address		
City	State	ZIP code
Are the operational records of the company kept at this address? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide the physical address and telephone number of the place where these records are kept: _____ _____ _____. (Area code) telephone number _____		
Mailing address		
City	State	ZIP code
IRP account number	Fleet number	(Area code) telephone number

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____	X
Date and place	Signature